

EMERGENCY RESPONSE PLAN

Emergency Notification Protocol

SECTION 17

Updated: 07/2007
02/2008
05/2008
03/2009

Emergency Notification Protocol

What closing/canceling/delaying classes means:

- a. The Governor is the only one who can officially close the College
- b. The College President has the authority to cancel or delay classes usually based upon the following:
 - i. Minimal access to parking lots;
 - ii. Paths to buildings (ADA accessibility)
 - iii. State and/or County travel conditions
 - iv. Severe weather conditions

Clarification of essential services:

- a. Central Heating Plant
- b. University Police
- c. Food Service
- d. Ground Crew
- e. Janitorial Staff (needed to clear doorways)
- f. Residential Life

Timeline for cancellation of classes:

- a. Decision to cancel or delay classes will be made as early as possibly preferably before 6 a.m.
- b. Decision is made by the President or her/his designee.
- c. People that need to be notified of cancelled classes are:
 - Vice President for Community Relations
 - Associate Vice President for Facilities
 - Chief of Police
 - Vice President for Student Development

Methods of notification:

- a. E-mail, Voice mail
- b. Weather Phone 436-2000
- c. News Media
- d. Website
- e. NY-Alert
- f. Siren
- g. Radio Station WUOW
- h. College Signs